

## **Vernon, B.C.**

### **Payroll Information Seminar Jointly with Introduction to Workers' Compensation and to Employment Standards for Business Seminars**

**(Offered in English Only)**

Canada Revenue Agency, the British Columbia Ministry of Labour and Citizens Services - Employment Standards Branch ("Employment Standards") and the British Columbia Compensation Advisory Service - Employers' Advisers Office ("Employers' Advisers") have teamed up to offer a Payroll Information Seminar and 2 separate Seminars giving an Introduction to British Columbia's Workers' Compensation and Employment Standards for Business

**Overview:** If your business has employees or may have employees in the future you need to know about B.C. Employment Standards, B.C. Workers' Compensation, and Canada Revenue Agency Payroll Information and how they apply to your business.

**9:00 a.m. - 10:30 a.m.**

#### **Canada Revenue Agency topics include:**

- Employee or self-employed?
- Maintaining proper payroll records
- Calculating deductions for Canada Pension Plan contributions, Employment Insurance premiums, and Income Tax
- Remitting payroll deductions
- Completing the T4 information return

**10:30 a.m. - Noon**

#### **Canada Revenue Agency electronic services:**

- Payroll
- GST/HST
- Income Tax
- E-services for businesses
- My Business Account

**1:00 p.m. - 2:30 p.m.**

#### **Employment Standards topics include:**

- Basic standards and responsibilities.
- Employee or manager or independent contractor?
- Wage rates, pay statements, and record keeping.

- Deductions from wages and restrictions.
- Hours of work, overtime or time off, and averaging agreements.
- Statutory holidays, annual vacation pay, and leaves from work.
- Termination: Notice or pay? Just cause or not? Quit?
- Free resources/advice and the dispute resolution process.

**2:30 p.m. – 4:00 p.m.**

**Workers, Compensation (Employers' Advisers) topics include:**

- Mandate and authority of the Workers' Compensation Board
- Legal rights and responsibilities of employers
- WCB definitions of employer, worker, manager, supervisor etc..
- Calculation of WCB premiums (Assessments)
- Occupational health and safety regulation in BC and penalties
- Investigation and report of worker injuries
- Reducing WCB payments with effective claims management

**Date and time:**

Thursday, September 16, 2010  
9:00 a.m. to 4:00 p.m.  
(break from 12:00 p.m. to 1 p.m.)

**Cost**

There is no charge for any of the above Seminars. All are offered for FREE.

**Location:**

CFDC Office  
3105 33rd Street  
(2nd floor)  
Vernon, BC

**Registration:**

Tel 250 545 2215, ext 0

**Fax: 250-545-6447**

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